



**U.S. Department of Transportation
Procurement Office**

**400 Seventh St., S.W.
Washington, DC 20590
www.dot.gov**

February 7, 2011

Dear Sirs,

Our records show that you are currently registered as a prospective contractor for procurements issued by the U.S. Department of Transportation. However after reviewing your record we have noticed that you have not submitted your financial information release form.

Your financial institution's privacy policy may not allow it to release your financial information even to government institutions without your consent; therefore we must have such form on file before we can move on with any procurement decisions.

In February 2011, the procurement plan for the second quarter of 2011 will be finalized. To be eligible for procurement with the U.S. Department of Transportation, you must submit the abovementioned form to us by fax at 202-652-4311.

Please make sure your fax is preceded by a cover page so we may correctly identify your company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'David Hoffman'.

David Hoffman,
Senior Procurement Officer

Authorization to release financial information

Bank name: _____

Branch phone: _____ Branch fax: _____

Bank contact: _____

Operating account number: _____

We hereby authorize Department of Transportation to obtain financial information on our accounts held at your bank.

Signing officer 1

Signing officer 2

Signature

Signature

Printed name

Printed name

NOTE: IF MORE THAN ONE SIGNATURE IS REQUIRED ON ACCOUNT, MAKE SURE BOTH BANK SIGNING OFFICERS SIGN THE FORM

FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED